

7-1-1948

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Special Libraries Association, "Special Libraries, July-August 1948" (1948). *Special Libraries, 1948*. Book 6.
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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 39

July-August 1948

NUMBER 6



Budgets and Finance

E. Lillian Wyatt, G. Elinore DeCou and Elizabeth M. Barton

Special Library Budgets

Walter Hausdorfer

State Manual Procurement Guide

Donald O. Hotelling

Rose L. Vormelker, Our New President

New Institutional Members

Published by

SPECIAL LIBRARIES ASSOCIATION

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Special Libraries

VOLUME 39 Established 1910 NUMBER 6

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SPECIAL LIBRARIES published monthly September to April, with bi-monthly issues May to August, by The Special Libraries Association. Publication Office, Rea Building, 704 Second Ave., Pittsburgh 19, Pa. Address all communications for publication to editorial offices at 31 East Tenth Street, New York 3, N. Y. Subscription price: \$7.00 a year; foreign \$7.50; single copies, 75 cents. *Entered as second-class matter February 5, 1947, at the Post Office at Pittsburgh, Pennsylvania, under the Act of March 3, 1879. Acceptance for mailing at special rate of postage provided for in the Act of February 28, 1925, authorized February 5, 1947.*

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BUDGETS AND FINANCE

By E. LILLIAN WYATT, G. ELINORE DECOU AND
ELIZABETH M. BARTON¹

THIS survey aims to do two things: first, to present fundamental principles of finance and budget-making which are applicable to any type of library; second, to show what may face a beginning librarian in the matter of budget-making when he accepts a position in a special library.

"Financial management, which lies at the very heart of library administration, involves planning and carrying out an intelligent budget program, and, hence, touches every phase of the library's activities. All library services are affected by the way in which money is acquired, controlled and expended. Financial management is thus a most important over-all administrative area."²

The most important element in the financial structure of the library is the budget. It should provide a complete financial program for the year or biennium which it covers. No two budgets could be expected to be exactly alike, either in content, form or presentation. Every library has its own peculiar budgetary problems. Such variables as the size and location of the library, the type of organization that it serves, the period covered by the budget, the physical arrangement of the library and the organization of the library services—all these affect budgeting practices.³

PRINCIPLES OF BUDGET-MAKING

"There is a great deal of variation in

the care with which the library's budget is prepared. At one extreme lies the library which merely repeats last year's figures. At the other is the library which each year makes a searching re-examination of its program."⁴

The budget should make ample provision for necessary items of expenditure in current library operation. Capital outlay for new buildings, additions or alterations, and major items of equipment such as steel stack shelving will not ordinarily be estimated in the current library budget request. These capital expenses are usually provided for in consultation with the official to whom the librarian is responsible. A helpful device for insuring that all needs will be presented in the budget is the adoption of a program of budget-making which is carried on continuously and simultaneously with the administration of the current budget in use.

The final goal of the budget is a thoroughly objective financial estimate of library needs built around the services of the library to the organization. Experience emphasizes the desirability of the librarian's working closely with the administrative officers, the heads of departments and other members of the library staff in the collection and consideration of information required for making the preliminary estimates. Assistance of department heads may be confined to suggestions and advice about book and periodical needs of their departments. Plant expansion or addition of new departments may affect library expenditures and should be taken into consideration in preparing budget estimates. Staff recommendations are important in making decisions on salary increases and the employment of additional personnel for supporting existing

¹ Miss Wyatt and Miss DeCou are Librarians respectively of the Philadelphia Textile School and The Yeadon, Pa., Junior and Senior High School. Miss Barton is in Serials Division of the University of Pennsylvania Library.

² McDiarmid, E. W. and J. *The Administration of the American Public Library*. Chicago, A.L.A. and U. of Ill. 1943, p.144.

³ Based on Lyle, G. R. *The Administration of the College Library*. p.443.

⁴ McDiarmid; *op. cit* p.150.

services or undertaking new work. Every user of supplies and materials should be represented in the estimate of needs for these materials. The budget estimate for maintaining periodical files, binding, Library of Congress cards (if used) and many other items will also depend upon the assistance and co-operation of the staff. In the presentation of the budget, the librarian's interpretation may be reinforced by the numerous studies and investigations of the staff in connection with their specific duties in reference, circulation, cataloging and other phases of library work.

Another important principle concerns the classification of the budget. It is desirable: (1) to conform as closely as possible to the budget classification form used by the business office; (2) to show a detailed itemization of the several items of operating expense under the major classification heads used in the budget; and (3) to follow as closely as possible the expenditure classification of the library. These divisions are commonly: salaries, books, and supplies. The librarian, not the business office, will need to have more detailed records of specific items. This detailed itemization has three main values to the librarian: (1) it helps to insure that no important item is overlooked in preparing the budget estimate; (2) it clarifies and supports the budget request for the administrative officers who approve the budget; and (3) it serves to establish the librarian's authority for charging special expenditures of library operations against certain of the major classifications in the budget.

The librarian should be aggressive and convincing in his statement of library needs. At the same time, he should keep in mind the numerous demands made upon the company by other departments and the financial ability of the organization; and he should attempt to combine the ideal with the practical.

PREPARATION OF THE BUDGET STATEMENT

"The library's budget request should be a careful and complete document analyzing the library's needs and presenting supporting data to justify the cost of services which the library offers."⁵

1. The statement should show the total amount of money needed and the separate amounts for each major classification and subdivision of the budget.

2. The opening pages of the budget statement may well contain a summary table showing three things:

- a. Total amount needed and amount for each major classification in the budget.

- b. Comparative data on expenditures of the library for at least two years previous to the current budget.

- c. Comparison of proposed expenditures with those of the current budget year based on expenditures at the time the new budget is being prepared.

3. The budget statement should show a brief analysis of the proposed expenditures, justifying the amounts requested for each item in the budget.

4. The statement should contain tables and figures if these help support the interpretation of the budget, and it should be neat and attractive in appearance.

- 5 It should be no longer than necessary. The business manager will be flooded with budgets from other departments. An unnecessarily long budget militates against itself.

The order of procedure, as set forth in the steps outlined up to this point, is: (1) to assemble the information; (2) to estimate the expenditures necessary to provide for adequate library service; and (3) to prepare the budget statement with supporting interpretation. After all the information has been assembled and prepared, the proposed budget is presented for consideration and adoption to the officer who passes on the budget. In presenting the budget, the librarian tries to show its relationship to the objectives of the library and of its service to the organization.

When the budget is approved, it is

⁵ McDiarmid, *op. cit.* p.155.

set up in final form in the librarian's financial records. Detailed records of the budget are kept in the business office of the organization for control purposes.

"Once the library's funds have been appropriated, the library is faced with the problem of putting its financial program into operation. It must set up the machinery necessary to see that funds are spent as needed and that funds are properly controlled. Among the steps to be considered are: a time schedule of expenditures, proper accounting controls, the classification of accounts, the transfer of funds and budget reports."⁶

LIBRARY BOOKKEEPING

Purposes and uses of records:

1. To aid in preparation of the budget.
2. To control the spending of the library's funds in a way that will increase the efficiency of the library service.
3. To insure that no funds are overdrawn.
4. To aid in the preparation of the annual report and special reports.
5. To provide information on library finances to library agencies.

FINANCIAL RECORDS

At the very minimum these records must:

1. Serve as a control on library expenditures.
2. Provide a convenient reference tool for checking on claims for unpaid bills and similar items.
3. Furnish authoritative evidence to show for what purpose library monies have been spent.

Records necessary for accomplishing these purposes should include:

1. A control report of monthly expenditures and balances.
2. A record of outstanding book order commitments.
3. A schedule of approved accounts payable.
4. A permanent file of dealers' bills.
5. A record of petty cash.

"Important as it is to regard financial management as a device to secure, control and expend funds honestly and efficiently, it represents the means by which the library's plans are translated

into services. Thus, it should be thought of not as an arbitrary and independent activity, but as the reflection of the library's program in terms of dollars and cents; and financial management should be judged in the light of the assistance which it gives to library administration. If regarded in this light it can become a valuable tool in making the library an efficient, progressive, and forward-looking institution."⁷

PREPARATION OF BUDGET

When the beginning librarian is faced with the financial side of library work, he will probably find either that the company will expect the librarian to present a tentative budget, one which he will revise as he becomes a better judge of his library needs, or that the budget is prepared by someone else in the company—his department head or the company accountant—and that all he needs to do is to keep within its limits, or have them stretched occasionally.

In the latter case he will be saved considerable work. However, if this should be the custom, he may never get a clear financial picture of his library or have to figure the relative importance of parts of his collection in terms of the money spent to acquire them. Also, if someone else makes the budget, he will probably have to secure the approval of that person on major acquisitions, possibly on quite small ones. The best procedure for the librarian who finds himself in this position is to convince his chief that he is a financially responsible adult and that the library will be run more efficiently if he is directly responsible for planning the library expenditures, adjusting items when it becomes advisable in order to keep within the total budget.

The beginning librarian who is expected to prepare his own library budget will have to make as adequate an estimate as possible for his first year, with the understanding that until he

⁶ McDiarmid: *op. cit.* p. 155.

⁷ McDiarmid; *op. cit.* p. 167.

has a year's experience back of him in the library, he will need more leeway in the amount allotted him than in later budgets. Once he has a record of one year's actual expenditures, it will serve as a guide to make expansions, retractions and adjustments for the budget of the following year.

In some cases the librarian will find available for the initial setting up of the library all the money needed and thus will not have to present a budget until the library has had a trial period of operation. A careful record of the expenditures made during this period will help him when the time comes to make up the first budget.

The items most generally included in special library budgets are:

1. Salaries
2. Rent
3. Books and pamphlets
4. Periodicals
5. Services
6. Memberships
7. Supplies
8. Equipment
9. Printing
10. Binding and postage.

In some cases it is found more convenient to make fewer divisions. Books, pamphlets, periodicals, services, binding, for example, may all be coded under the heading, subscriptions, though entered separately on the budget work sheet. One of the advantages of using the more inclusive headings is that comparisons may be more easily made. For instance, Association Dues may total only \$15.00 for the year. In a company with an annual income of ten million dollars this gives a very little percentage for comparative purposes. But if these are included in Subscriptions, better comparison is possible. Needless to state, other headings may be included, some combined and some omitted altogether. A check against items included in the budgets of other departments in the organization will show items charged against each department and will often assist in preparation of the library budget.

The proportion of the total budget allotted to each item varies greatly from library to library and for that reason concrete figures have not been given in this survey. In a business or advertising library where periodicals are clipped, the item for subscriptions will be exceedingly high. Microfilm and photoprint, a large item in some libraries, may not figure at all in others. In estimating microfilm and photoprint costs it is important to take into consideration the *real* cost. Ralph Shaw⁸ has pointed out that an average article of twelve pages and eight exposures may cost from fifty to eighty-five cents if procured in microfilm; from sixty cents to one dollar and eighty-five cents if procured on photoprint. The cost of indexing and filing the microfilm may range from fifty cents to two dollars or more, depending upon the method used. Thus when one takes into consideration this cost for use, he finds microfilm more expensive. It is also necessary to keep in mind the fact that the cost of the care of microfilm must be considered when estimating on this item.

No matter what type of library, equipment will be a much larger item the first year than thereafter. If the librarian builds his collection of books, pamphlets and periodicals slowly and carefully, however, these items will not be much greater for the first year than for succeeding years. After the first year the largest item will be salaries—over 75% in most cases. Skilled service counts for more than collections of books in special libraries.

After the budget has been prepared and approved, the task of the librarian is to prove his efficiency by keeping within it. It may be found expedient to shift amounts from one item to another. Unless the budget is of the segregated type, this may be done. If fewer books

⁸ Shaw, Ralph. "Should Scientists Use Microfilm?" *Library Quarterly* 14:229-233.

are needed than were estimated, the excess funds for them may be shifted to pamphlets if there is great need for more ephemeral material. To the ultra literal-minded, this may not seem like keeping within the budget, but the important thing is *not* to be beyond the limits of the budget. Readjustment of amounts for individual items is a healthy procedure.

In order to know how the library budget stands month by month the simplest way may be to have the accounting department render a monthly statement as to the charges entered against the library for that month. Comparison of this sum with the amount spent during the corresponding month of the previous year is helpful.

At the end of the year the actual expenditures should be checked against the budget. Such a check will show what items were under- or over-estimated, and what revisions should be made for the following year.

Each year's experience will be of help in preparing the next budget. This is the time to take stock of what has been accomplished in the library, or to make new plans for expanding book or periodical files. If retrenchment is necessary, now is the time to consider what can best be cut without seriously damaging the fundamental soundness of the library. Budget-making forces the librarian to consider not only the immediate needs of his library but also its future.

SPECIAL LIBRARY BUDGETS

By WALTER HAUSDORFER

Chairman, Finance Committee, S.L.A.

BOTH in planning and in operating special libraries the total budget, or direct expenditures, and the division of that sum between salaries and other expenses, have been of so much query and conjecture, that it seems worthwhile to describe the situation revealed by the Salary Survey. Since the character of special library service is shaped largely by the people who operate the libraries, the quantity and quality of staff must be considered along with how many dollars are in the budget. The questions an organization asks are: "What are we paying for?" and "Are we getting what we pay for?"

POLICY

Methods of financing a library vary with the financial and accounting policy of an organization. In some cases the library is separately budgeted; in others, the costs are currently distributed among departments; in others, one department is charged; and in still others, a combination of these methods is used. University library units, and those in

research organizations may be financed by endowments, fees, memberships or a combination. Governmental libraries are usually regarded as part of the administrative costs. Librarians not supplying budget data reported the following reasons for not doing so:

| | No. of Librarians |
|--|-------------------|
| Have no budget | 64 |
| Have no salary budget | 25 |
| Have no budget for non-salary items | 22 |
| Have no definite budget so far..... | 13 |
| Do not know | 24 |
| Do not know budget for non-salary items | 20 |
| Included in budget of another department (usually Research)..... | 14 |
| Salaries paid by another department | 6 |
| Library supplied in part by gifts of materials | 3 |
| Total (less duplications) ¹ | 144 |

Librarians optimistically reporting "unlimited" budgets should probably be placed in the first category above, or under "do not know". The type of li-

¹ For the total figure on returns see Appendix.

brary most frequently indicating lack of budget or knowledge of it (62 of a possible 126 cases) was the technical library in industry. Where the library is part of a division, that division is usually Research, although in a public utility it was the Executive office or building maintenance, and in publishing, the Editorial department. Salaries may be paid in full or in part by the division in which the library operates. There are many other arrangements by which the staff is furnished the library outside the library budget: in the hospital, by volunteers; in the army, by enlisted men; in business organizations, from a "pool". Since accounting practice varies in charging heat, light, space and equipment, it is impossible from the present data to describe all policies in force. It would be necessary here, as in presenting a detailed picture of library financing, to study the accounting system of each organization.

HOW LARGE IS THE BUDGET

For all types of special libraries the median budget, or one most commonly found, is about \$11,190. The middle 50% of the libraries, or those between Quartile 1 and Quartile 3, ranged from \$5,546 to \$21,700. Because the larger number of libraries fell into the smaller budget group, the mode was \$6,500, but because the spread between small and large budgets was wide (\$2,000 and over \$1,000,000), the mean was \$20,187. That there is considerable variation from these averages for different types of libraries, is apparent in Table I, Appendix².

How do special library budgets compare in size with those of college and university and public libraries?

Eighty-six per cent of the public libraries fall between budget ranges \$0-\$9,999, while only 45% of the special libraries are in that group. In other words, only 14% of the public compared with 55% of the special libraries

| Budget Range \$ | Special Libraries | | Public Libraries* | |
|--------------------|----------------------|-----|----------------------|-----|
| | No. | % | No. | % |
| 0 - 3,999 | 44 | 8 | 4,137 | 71 |
| 4,000 - 9,999 | 192 | 37 | 858 | 15 |
| 10,000 - 18,999 | 136 | 26 | 484 | 9 |
| 19,000 - 24,999 | 40 | 7 | (| |
| 25,000 - 36,999 | 29 | 6 | 6 | |
| 37,000 - 48,999 | 22 | 4 | (| |
| 49,000 - 60,999 | 12 | 2 | (238 | 4 |
| 61,000 - 99,999 | 25 | 5 | (| |
| 100,000 - 200,000 | 14 | 3 | 40) | |
| 201,000 - 450,000 | 3 | 1 |) | 1 |
| 451,000 - and over | 5 | 1 | 42) | |
| | 522 | 100 | 5,799 | 100 |

* U. S. Office of Education. *Public Library Statistics*, 1944-45.

have budgets over \$10,000. Recent data on college and university libraries are not adequate for comparison, but it may be significant, and still valid, that in the 1938-40 Office of Education survey 60% of these libraries operated on less than \$10,000 a year and 81% on less than \$25,000 a year, compared with the percentages of special libraries in these categories of 45% and 78%. To the often repeated statement, therefore, that many special libraries operate on small budgets must be added that many public and college and university libraries also operate on small budgets. How libraries distribute their expenditures according to their purposes is the true basis for difference in type.

HOW THE MONEY IS SPENT

Since special libraries on the whole place more emphasis on service than on resources, they tend to allocate larger portions of their funds to staff rather than to acquisitions. There are, of course, notable exceptions in fields where the cost and importance of extensive materials are high: in medical and in law libraries, and to a degree in historical society libraries. In special libraries, too, some of the acquisitions costs may be absorbed by other divisions, as when the organization itself takes out memberships, or where officers are authorized to purchase association memberships at company expense. Printed materials accruing as benefits

² A detailed tabulation is on file in S.L.A. Executive Office.

of such association may become the property of the library. Production of reports or written data within the organization may be charged to research or to the product, but the written records may be filed in the library. Whatever the accounting practices may be in allocating acquisitions and other non-salary costs to the library, they are governed by procedures common to the whole organization. In a very thoughtful article on "Costs and Budgets in Special Libraries"¹ Ruth Savord, after giving the percentage breakdown for salaries, books and pamphlets, periodicals, services, memberships, supplies, equipment, printing, binding, postage and rent, remarks on the diversity of practices resulting in wide variation in costs, and adds:

"However, in every case but one, the salary item is by far the largest. In other words brains are the costly thing in the special library field and the value placed on them seems to have escaped the trend of the times for standardization. We can get along with little or inexpensive equipment, we don't need a large book fund and we need a relatively low amount for periodicals but for good service we must have a good staff and that comes high."

It is therefore more important to study what portion of the library budget is assigned to salaries, than what is done with the remaining funds.

In Table I, Appendix, the average percentages for different types of libraries show that from 60% to 90% of the budget is used for salaries, with the larger number of cases clustering around 70%. The median percent for all sizes of budgets is 67, the mean, 64.6, and the mode, or more frequently recurring figure, is 70. As total budgets increase there is a tendency to reduce the percentage for salaries, though there are exceptions. Between \$2,000 and \$20,000 the median is 69%; over \$21,000 the percentage decreases to 63-65%. Although complete calculations for public libraries have not been made, a sampl-

ing shows that for smaller libraries the percentage ranges between 50 and 60, with a higher rate (between 70 and 80) for the very large libraries. The median for university libraries, as derived from present and other recent data, is 62%. The above percentages for special libraries as a whole are useful largely in showing the general level, rather than a percentage which can be said to characterize all types of special libraries.

HOW LARGE AND WHAT TYPE STAFF

Since the character of service in special libraries is the criterion of success, the composition of the staff is of great consequence. Before studying the proportion of professional to non-professional members, however, it is well to know what is the average number of persons on a staff. Correlating the size of staff with size of library budget we find that there is a close relation between the two, which is expressed in the high coefficient of .968, and the low probable error of + or -.0018. Translating this into terms of budget and staff by using the derived equation (I, Appendix) for determining the number of staff according to the size of budget, we find that for a budget of \$10,000, say, a staff of 3 persons is usual. On the other hand, if the number of staff is known, say 5, and the salary budget is to be determined, (Equation Ia, Appendix), it would be about \$13,360.

Does the composition of the staff change as the budget increases? Are more professional assistants, or more non-professional assistants added? We realize, of course, that the immediate demands of a given situation may indicate whether an additional staff member should be professional or non-professional. But is there evidence of a pattern of development that can be called regular? In the sample of technical libraries in industrial organizations, the largest consistent group of the whole return, the relation between growth in professional and non-professional staff

¹ SPECIAL LIBRARIES, October 1947, p. 284.

and the salary budget appears to be fairly constant, as both the coefficients of multiple correlation and multiple determination are the same, .86 (Equation II, Appendix). The relative importance of the two types of assistants, professional and non-professional, as revealed by the Beta coefficients, .5823 and .4284, show weighting in favor of the professional. The effect of salary differential is eliminated, for only the *number*, not the individual salaries of members was used in the computation.

Further to test the relation between budget size and growth of the two types of staff members, a different series, that of association libraries, was used in correlating staff with salary budget. The aim in this case was to measure independently at what rate each type of assistant increased as the salary budget increased. It was found that there is a more rapid increase in professional assistants, though below a \$9,000 budget, non-professionals are more numerous. Because staffs are usually measured in units of full-time assistants, the point on the budget scale at which increase in number of assistants takes place is not as clearly defined as in a scale mathematically designed. Roughly, however, the estimates are fairly close. Assuming that a research organization had a total budget of \$24,200, if 80%, the average ratio, of that amount is allocated to salaries, the salary budget would be \$19,360. Applying Equation I would give a total staff of 7. Applying Equation III gives a professional staff of 4, and Equation IIIa, a non-professional staff of 3. This would be, then, the normal staff for a library of this type and size.

Conversely, if a financial library had a staff of 7, the salary budget, applying Equation Ia, would be around \$19,000, and at the usual ratio of 80% for salaries, the total budget would be about \$23,800. Supposing, in this case, a staff of 4 professional and 3 non-professional assistants, using the Equation II would

give a total salary budget of about \$19,730. These calculations represent a norm in the sense that the equations were adjusted to the whole sample representing current conditions. Whether or not these in turn correspond to the desired goal is a question for librarians who wish to establish higher standards to answer.

Another factor in size of staff is the increase of possible combinations of professional and non-professional members as the size of staff increases. Although the estimated totals have a plus variance of 1.148 (Appendix) and a minus variance of .953, and thus tend to be over rather than under actual totals, they can be adjusted to reasonable accuracy. But because the nature of the work of libraries varies qualitatively as well as quantitatively, the combinations of the two types within staffs of different size increase in number. Thus, with a total staff of 4 there may be 1 professional, 3 non-professional, or 3 and 1, 2 and 2, 0 and 4, or 4 and 0. If a library is expected to handle a large volume flow of work of clerical nature, and cannot and does not carry a correspondingly heavy load of professional work, it is apt to build its staff more and more of clerical workers. The opposite is true when greater emphasis is placed on professional services, and routine work is minimized. As mentioned before, there is a tendency in special libraries to maintain a larger professional than clerical staff, yet a balance is kept. There are not many cases as one in the \$18,000 to \$23,000 salary budget group, where the ratio is 1 professional to 7 non-professional; or in the \$6,000 to \$10,000 group, 0 professional to 4 non-professional. The activity in libraries staffed in this way must consist largely in processing and custody rather than in creative use of resources.

There remain, of course, a great many unanswered questions in a budget survey limited as this. Yet, as previously stated, since library financing is condi-

tioned by the policies and accounting system of the organization of which it is a part, a more detailed study would call for supplementary data from the accounting or financial officers of organizations. The facts gleaned from the present returns may, it is hoped, be of interest and use to libraries in operation as well as to those in formation. Some adjustment upward for the latter would normally have to be made.

APPENDIX

Returns on Questions in the Salary Survey (1947)

| | |
|--|-----|
| Total salary budget of library..... | 522 |
| What percentage of total library expenditures is the salary budget?..... | 351 |

Libraries not supplying statistics but offering other budget information.... 144

Total (less duplications)..... 666

TABLE I

Budgets and Percentages

Salary as percent of total budget for all sizes of budgets:

Median 67% Mean 64.6% Mode 70%

Salary as percent of budget for libraries having budgets within the range of

| \$ | Median % |
|------------------------|----------|
| 2,000 - 10,000..... | 68 |
| 11,000 - 20,000..... | 67 |
| 21,000 - 30,000..... | 65 |
| 31,000 - 40,000..... | 63 |
| 41,000 - 50,000..... | 64 |
| 51,000 - 70,000..... | 63 |
| 71,000 - 90,000..... | 65 |
| 90,000 - and over..... | 65 |

BUDGETS AND PERCENTAGES FOR DIFFERENT TYPES OF LIBRARIES

| Type | Median Budget \$ | Range \$ | Salary Budget % of Total Budget | Range |
|---------------------------------|---------------------|-------------------|------------------------------------|----------|
| Advertising | 10,000 | 3,000 - 20,220 | 80 | 50 - 100 |
| Association | 13,000 | 2,200 - 75,000 | 73 | 55 - 100 |
| Club* | 21,790 | | 67 | |
| Educational (Non-Un.) | 8,500 | 5,000 - 8,800 | 69 | 60 - 78 |
| Employment and vocational*..... | 6,000 | 3,300 - 7,700 | 70 | |
| Engineering | 8,000 | 6,500 - 13,800 | 72 | 64 - 83 |
| Financial | 11,000 | 1,870 - 39,077 | 80 | 64 - 89 |
| Government (Federal) | 40,800 | 3,888 - 2,524,300 | 67 | 33 - 100 |
| Government (State) | 85,000 | 6,250 - 999,000 | 63 | 44 - 80 |
| Government (Municipal) | 5,700 | 3,600 - 55,000 | 69 | 61 - 80 |
| Health and welfare..... | 13,000 | 3,000 - 22,300 | 79 | 68 - 100 |
| Historical society | 40,300 | 7,000 - 41,250 | 67 | 60 - 80 |
| Hospital | 6,300 | 2,000 - 16,000 | 64 | 50 - 80 |
| Industrial (Tech.) | 11,000 | 3,420 - 83,330 | 63 | 33 - 90 |
| Insurance | 8,000 | 2,830 - 16,900 | 68 | 61 - 73 |
| International* | 31,000 | 17,900 - 340,000 | 60 | 50 - 65 |
| Law* | | 18,400 - 173,330 | 33 | |
| Marketing* | 26,280 | | 75 | |
| Medical | 17,800 | 10,765 - 38,200 | 54 | 25 - 74 |
| Motion picture* | 86,050 | | 82 | |
| Music school* | 4,720 | | 75 | |
| Museum | 8,800 | 2,660 - 32,300 | 71 | 65 - 80 |
| Newspaper* | 22,500 | | | |
| Nursing school | 5,700 | 2,100 - 15,100 | 66 | 40 - 80 |
| Public utility | 15,100 | 2,070 - 87,200 | 66 | 44 - 80 |
| Publishing | 8,370 | 3,280 - 24,260 | 77 | 42 - 100 |
| Religious | 3,500 | 2,500 - 21,000 | 60 | 50 - 76 |
| Research | 24,200 | 3,700 - 85,200 | 80 | 48 - 90 |
| Service* | 6,500 | 3,100 - 10,000 | 90 | |
| Social service* | 9,650 | | 85 | |
| Trade association* | 8,200 | 6,420 - 10,000 | 75 | |
| University departmental | 9,200 | 3,050 - 33,705 | 65 | 33 - 100 |
| University prof. sch. | 17,500 | 4,500 - 170,000 | 60 | 31 - 80 |
| College | 23,920 | 5,700 - 161,000 | 60 | 40 - 82 |
| University | 172,220 | 23,200 - 606,000 | 62 | 33 - 74 |
| Public | 2,780 | 1,000 - 2,650,000 | 55 | 25 - 79 |

* Limited number of cases. Budget may be actual or average.

EQUATIONS

- I— $Y = .33X + .71$. For determining the total number of staff members when the salary budget is known. Y is the total number of the staff, and X , the salary budget. \$1,000's omitted. Thus, in the example given, a salary budget of \$10,000: $Y = .33(10.) + .71 = 3.30 + .71$, or 4.01. Variation of estimates from actual data: in 82% of the cases the estimates are likely to be the average of 1.15 members over, and in 18% of the cases, they may be .95 members under the actual figures. Corrected for over-estimate the above estimate would be $4.01 - 1.15$, or 2.96, or to the nearest round number, 3.
- Ia— $X = 2,847Y - 874$. For determining the salary budget when the total number of staff members is known. X and Y have the same designation as in Equation I above. In the example given, a staff of 5: $X = 2,847(5) - 874 = \$13,361$.
- II— $X_1 = 1,296 + 3114X_2 + 1993X_3$. Multiple correlation showing how much of the salary budget, X_1 , is determined by the number of professional members, X_2 , of the staff, and how much by non-professional members X_3 , plus the constant, 1,296. Scatter, or variation of the actual from estimated amount, is 390. The Beta coefficients, calculated to show the relative importance of the two types of assistants in determining the salary budget are for professional .5823, and for non-professional assistants .4284. Substituting, in the example given for a financial library: $X_1 = \$1,296 + \$3,114(4) + \$1,993(3) = \$19,731$. Considering a possible over-estimate of \$390 (scatter) the corrected total would be \$19,341.
- III— $Y = .2247X + .24$. For determining the number of professional assistants, when the salary budget is known. Y is the number of professional assistants, and X the salary budget. \$1,000's omitted. In the example given: $Y = .2247(19.4) + .24 = 4.59$. Variation of estimates from actual data: in 70% of the cases the estimates are likely to be an average of .87 members over, and in 30%, an average of .56 members under. Hence, correction for the estimate, if over, would make it 3.72 or 4 to the nearest round number.
- IIIa— $Y = .172X + .7$. For determining the number of non-professional staff members when the salary budget is known. \$1,000's omitted. In 61% of the cases the estimated number of members may be .85 over, and in 39% of the cases, .79 under actual number. Referring to the example given, with the salary budget of \$19,360: $Y = .172(19.4) + .7 = 3.116 + .7 = 3.81$. Corrected for over-estimate, it would be 2.96, or 3.

STATE MANUAL PROCUREMENT GUIDE

By DONALD O. HOTALING

Chief Librarian, Newsweek, New York, N. Y.

VARIOUSLY known as manuals, blue books, rosters, directories, registers, reports, handbooks, yearbooks or red books, the legislative manuals of the separate states are of

inestimable value to libraries. Containing in varying degrees a more or less comprehensive variety of information about the states' governments and histories, these manuals—usually prepared

primarily for the benefit and use of the members of the legislatures—correspond somewhat to the *Congressional Directory* and rank in importance and value with the different House and Senate journals and State session laws.

The information in some is of the briefest nature, often a mere listing of state, county and federal officers and officials; while in some there are compendia of state information: state historical matter; copies of documents of signal importance in the state's past; illustrative matter; history of flags; state songs; state flowers; discussions of various state institutions, as universities, libraries and institutions; and other features.

Bowker's guide to state publications¹ is one of the earliest lengthy bibliographies of state documents including many of the legislative manuals. However, the first attempt to compile a complete listing of these manuals was that of Ernest J. Reece² in 1915. This gathered in one place a concise listing for easy reference, unfortunately with but the shortest of annotations. Fifteen years later Jerome K. Wilcox brought this up to date with a fuller listing³, which he expanded even more fully later in a chapter⁴ of his volume on state publications.

Since this date, the most up-to-date listing of legislative manuals has ap-

peared periodically in *The Book of the States*, the latest volume⁵ of which appeared recently. The listings in this volume are briefly annotated and may serve as a procurement guide for libraries, individuals and organizations.

However, in many ways, this listing is grossly inadequate. In the first place, there are frequent title listings that are misleading, as in some instances the editors have listed title-page titles; in others, cover titles; and in others, "catch" or familiar titles. There is little parallelism on this point. Secondly, there are definite and obvious oversights. For example, in noting the publication of the State of Texas, there is listed the *Texas Almanac*, a privately-printed commercial publication, with no note of the *Texas Legislative Manual*. Conversely, there is mention of the official *State of New Hampshire Manual for the General Court* and none of the commercially-produced *State Year Book and Legislative Manual of New Hampshire*. Thirdly, there are frequent and glaring mistakes in the use of hyphens, punctuation marks and spacing in recording titles. Fourthly, the editors have contented themselves with noting a single publication for each state when certain additional or supplementary publications give certain information more concisely and briefly or even give information not found in the publication noted.

The following bibliography is intended, as the title indicates, as a procurement guide. It is but occasionally annotated, leaving that matter to *The Book of the States*, to which, in a way, this is a supplement. Its purpose is mainly to aid the individual or library in securing the manuals of the various states.

I might add two points of consideration in the securing of these manuals: (1) Should difficulty be encountered in securing any of them, recourse to the individual state libraries might often

¹ Bowker, R. R. *State Publications; a Provisional List of the Official Publications of the Several States of the United States*. New York, Publishers Weekly, 1908. 4v.

² Reece, Ernest J. "Blue Books," part 2 of "State Publications," in *State Documents for Libraries*. (*University of Illinois Bulletin*, v.12, no. 36.) Urbana, Illinois, University of Illinois, 1915. p. 27-35.

³ Wilcox, Jerome K. *Bibliography of Official Rosters, State Manuals, State Year-books, etc., Currently Issued*. (John Crerar Library, Reference List, no. 7.) Chicago, John Crerar Library, 1930.

⁴ Wilcox, Jerome K. "State Manuals, Blue Books, and Rosters," in his *Manual on the Use of State Publications*. Chicago, American Library Association, 1940, p. 150-174.

⁵ *The Book of the States, 1948-1949 Vol. XII*. Chicago, Council of State Governments, 1948.

prove of help, and (2) although the dates given are those supplied by the various issuing agencies, they are frequently unable to adhere strictly to the calendar date due to difficulty in printing, the necessity of holding up publication for material to be included, or such matters as tardiness of legislative appropriation of funds necessary for the printing.

In the listing for each state, information is given in this order: (1) the exact title, (2) frequency and date of publication, (3) issuing agent or agency, (4) address of issuing agent or agency, (5) price, if any, and (6) whether a mailing list is maintained or whether each manual should be requested individually.

ALABAMA

Alabama Official and Statistical Register
Published quadrennially in odd-numbered years⁶ (in the past in 1935, 1939 and 1943) during no specially designated month.

Department of Archives and History
State of Alabama
Montgomery 5, Alabama
\$3.00⁷

Exchange lists are maintained with certain libraries throughout the country. Others should order each register individually.

ARIZONA

No manual has been issued since 1933; and there are no immediate plans for any such publication. The State Legislative Bureau, a division of the Department of Library and Archives, is authorized to publish a manual, but funds have not been provided for some years for the purpose. However, there is issued a several-page, mimeographed list of state and county officials.

Published biennially in November of even-numbered years.

The Secretary of State of the State of Arizona
State House
Phoenix, Arizona
Free.

⁶ Mrs. Marie Bankhead Owen, present director of the Department of Archives and History, states that the 1947 publication has been delayed as certain desired material was not available on time.

⁷ The 1947 issue is the first to be issued at this price due to increase in publication costs. It has heretofore been issued at \$2.00.

No mailing list is maintained.

ARKANSAS

The Arkansas Handbook
Published biennially in January of odd-numbered years.
History Department
State Capitol
Little Rock, Arkansas
Free.
No mailing list is maintained.

CALIFORNIA

California Official Roster
Published annually during no specially designated month⁸.
The Secretary of State of the State of California
Sacramento 3, California
Free.
No mailing list is maintained.

COLORADO

*Year Book of the State of Colorado*⁹
Published biennially in odd-numbered years¹⁰.
Colorado State Planning Commission
130 State Office Building
Denver 2, Colorado
\$2.00¹¹.
No mailing list is maintained.

CONNECTICUT

Connecticut State Register and Manual
Published annually during no specially designated month¹².
The Secretary of the State of Connecticut
Hartford, Connecticut
There is a statutory allotment to towns, etc.
The price is \$2.25 for out-of-state requests.

⁸ This is also issued in loose-leaf form with supplements as conditions warrant, sometimes quarterly, annually and semi-annually. However, the use of the loose-leaf roster is not encouraged out of the State of California and is not generally available in this form.

⁹ There is also issued—by the Secretary of State of the State of Colorado, Colorado Department of State, Denver 2, Colorado—a brief directory, *State of Colorado, Abstract of Votes Cast at the Primary Elections (date) and at the General Election (date)*. This is published biennially in February of odd-numbered years, is free, and each abstract may be secured on individual request from the Secretary of State.

¹⁰ Published biennially as a rule, the last edition dated 1943-44. The current edition, however, available about September 1, 1948, covers the years 1945-46-47.

¹¹ In the past the book has been distributed free of charge. The 1945-46-47 edition, however, is priced at \$2.00.

¹² The 1948 volume will be issued in September.

No mailing list is maintained.

DELAWARE

State Manual

Published annually in January.

The Secretary of State of the State of Delaware

Delaware Department of State

Dover, Delaware

Free.

No mailing list is maintained.

FLORIDA

Report of the Secretary of State of Florida
Published biennially in April of odd-numbered years.

The Secretary of State of the State of Florida

Tallahassee, Florida

Free.

No mailing list is maintained.

GEORGIA

Georgia's Official Register

Dated biennially and published at erratic intervals by the authority of the State legislature¹³.

Director of the Department of Archives and History

1516 Peachtree Street NW

Atlanta 3, Georgia

\$3.50 plus \$.12 postage charge.

A permanent file is maintained of names to notify of publication, but no permanent file to receive volumes as issued.

IDAHO

Biennial Report of the Secretary of State of the State of Idaho

Published biennially in December of odd-numbered years.

The Secretary of State of the State of Idaho

Boise, Idaho

Free.

No mailing list is maintained.

ILLINOIS

*Bluebook of the State of Illinois*¹⁴

Published biennially in August of even-numbered years.

The Secretary of State of the State of

Illinois

Springfield, Illinois

Free.

A permanent mailing list is maintained.

INDIANA

*Yearbook of the State of Indiana*¹⁵

Published annually in July.

Division of Accounting and Statistics

304 State House

Indianapolis, Indiana

Free.

A permanent mailing list is maintained.

IOWA

State of Iowa, Official Register

Published biennially in December of odd-numbered years.

State Printing Board of Iowa

Des Moines, Iowa

Free.

No mailing list.

KANSAS

Directory of State Officers, Boards and Commissions

Published biennially in January of even-numbered years.

The Secretary of State of the State of Kansas

Executive Department

Topeka, Kansas

Free.

No mailing list.

KENTUCKY

Kentucky Directory

Published biennially in March of even-numbered years

Mr. Frank Kavanaugh

104 East Todd Street

Frankfort, Kentucky

\$2.25.

No mailing list.

LOUISIANA

State of Louisiana, Roster of Officials

Published biennially in January of odd-numbered years.

The Secretary of State of the State of Louisiana

Baton Rouge 4, Louisiana

Free.

No mailing list.

MAINE

Does not publish a manual similar to those issued by other states. However, two brief directories are issued: *State of Maine*;

¹³ The last two volumes have included a six-year period in each. The issues for 1933, 1935 and 1937 were combined in one volume. The latest issued, still in print, is the 1939-41-43 volume.

¹⁴ In addition to this comprehensive bluebook, the Secretary of State also publishes the *Handbook*, *Illinois Legislature* and the *Official List of State and County Officers of Illinois*, both smaller, pocket-size manuals for quick reference, also issued biennially in August of even-numbered years, available free either on individual request or by having one's name placed on the permanent mailing list.

¹⁵ The Division of Accounting and Statistics also issued the *Roster of State and Local Officials of Indiana*, a brief directory of names, published annually about June 1, also available, free either on individual request or by having one's name placed on the permanent mailing list.

*State and County Officers and The (number, i.e. "Ninety-Third") Maine Legislature: Official List of State Senators and Representatives to the Legislature of the State of Maine, Elected (date)*¹⁶

Published biennially in January of odd-numbered years.

The Secretary of State of the State of Maine

Maine Department of State

Augusta, Maine

Free.

No mailing list.

MARYLAND

Maryland Manual

Published biennially, usually in July of even-numbered years.

The Secretary of State of the State of Maryland

Executive Department

Annapolis, Maryland

Free.

No mailing list.

MASSACHUSETTS

A Manual for the Use of the General Court

Published biennially in May of odd-numbered years.

The Secretary of State of the Commonwealth of Massachusetts

Public Document Division

State House

Boston 33, Massachusetts

\$1.00.

A permanent file is maintained of names to notify of publication, but no permanent file of names of those to receive volumes as they are issued.

MICHIGAN

Michigan Manual

Published biennially, between January and March, depending on the date the legislature adjourns, of even-numbered years.

The Secretary of State of the State of Michigan

Michigan Department of State

Lansing 18, Michigan

The price, based on actual cost, varies.

A permanent file is maintained of names to notify of publication, but no permanent file of names of those to receive volumes as they are issued.

MINNESOTA

The Legislative Manual of the State of

Minnesota

Published biennially in February of odd-numbered years.

The Secretary of State of the State of Minnesota

St. Paul, Minnesota

Free (\$.25 postage charge).

No mailing list.

MISSISSIPPI

Mississippi Blue Book

Published biennially in December of odd-numbered years.

The Secretary of State of the State of Mississippi

Jackson, Mississippi

Free.

A permanent mailing list is maintained of names of libraries, organizations and certain individuals. The general public must request each blue book individually.

MISSOURI

State of Missouri, Official Manual

Published biennially in March of even-numbered years.

The Secretary of State of the State of Missouri

Jefferson City, Missouri

Free.

No mailing list.

MONTANA

Does not publish a legislative manual, blue book or directory.

NEBRASKA

Nebraska Blue Book

Published biennially in February of odd-numbered years.

Nebraska Legislative Council

State House

Lincoln 9, Nebraska

\$1.50.

No mailing list.

NEVADA

*Handbook of the Nevada Legislature*¹⁷

Published biennially in March of odd-numbered years

The Secretary of State of the State of Nevada

Carson City, Nevada

Free.

No mailing list.

NEW HAMPSHIRE

State of New Hampshire Manual for the

¹⁶ Maine does not publish an official manual because a privately-published manual is issued by a commercial printer. This is *The State Year Book and Legislative Manual of Maine*, published annually in September by the Fred L. Tower Companies, 795 Forest Avenue, Portland 5, Maine, priced at \$12.50.

¹⁷ There is also issued the *Report of the Secretary of State of Nevada*, an extensive listing of officers and officials, together with some general state information but no biographical data nor rules of the Senate. This is published biennially in September of even-numbered years and is available free on request from the Secretary of State.

*General Court*¹⁸

Published biennially, usually in January of odd-numbered years.

The Secretary of State of the State of New Hampshire

Concord, New Hampshire

Free.

A permanent mailing list is maintained.

NEW JERSEY

Manual of the Legislature of New Jersey (Fitzgerald's *New Jersey Legislative Manual*)¹⁹

Published annually in March.

Dorothy A. Fitzgerald

25 South Dean Street

Trenton 8, New Jersey

\$3.00.²⁰

No mailing list. However, standing orders may be placed.

NEW MEXICO

The New Mexico Blue Book

Published biennially in January of even-numbered years.

The Secretary of State of the State of New Mexico

State Capitol

Santa Fe, New Mexico

Free.

No mailing list.

NEW YORK

Manual for the Use of the Legislature of the State of New York (*New York State Legislative Manual*)²¹

Published annually, usually in October, de-

¹⁸ A manual similar to that published for the State of Maine is also issued by the Fred L. Towers Company, *The State Year Book and Legislative Manual of New Hampshire*, published annually in October. The price is \$10.00.

¹⁹ This manual is published privately by authority of the New Jersey Legislature by the Fitzgerald family, which has held the copyright since 1879. Thomas F. Fitzgerald was both publisher and compiler from 1879 until 1920. Since that date, Dorothy A. Fitzgerald, trustee of the estate, has been publisher, and John P. Dullard has been the compiler.

²⁰ The price in past years has been \$2.00, the 1947 edition being the first at the \$3.00 price.

²¹ A similar manual, *The New York Red Book*, "an illustrated publication containing authentic information relating to the executive, legislative, judicial and political affairs of the state," is published annually in November by the Williams Press, Inc., Albany, New York, at \$3.00. This is a commercial publication, duplicating much of the material in the official state manual, but is of assistance to libraries desiring as complete information as possible.

pending on the length of the legislative session.

The Secretary of State of the State of New York

Bureau of Publications

Albany, New York

\$1.25.²²

No mailing list.

NORTH CAROLINA

North Carolina Manual

Published biennially during the session of the General Assembly, which convenes in January of odd-numbered years.

The Secretary of State of the State of North Carolina

North Carolina Department of State

Raleigh, North Carolina

Free.

No mailing list.

NORTH DAKOTA

North Dakota Blue Book

Published erratically by authority of the State legislature²³

The Secretary of State of the State of North Dakota

North Dakota Department of State

Bismarck, North Dakota

The fee is set at each publication by the Legislative Assembly.²⁴

No mailing list.

OHIO

The State of Ohio, Official Roster, Federal, State, and County Officers and Departmental Information

Published biennially during no specially designated month of odd-numbered years.

The Secretary of State of the State of Ohio

Columbus 15, Ohio

Free.

No mailing list.

OKLAHOMA

*Directory of the State of Oklahoma*²⁵

Published biennially in December of odd-numbered years.

State Election Board

State of Oklahoma

Oklahoma City, Oklahoma

Free.

A permanent mailing list is maintained.

²² "Exemption of fee is accorded the use of libraries or for official reference," Secretary of State of New York.

²³ The latest volume available is dated 1942.

²⁴ The 1942 *Blue Book* was priced at \$1.25.

²⁵ There is also published a briefer listing in pamphlet form, *Roster, State and County Officers*, this published also biennially in December of even-numbered years, available by the same arrangement from the State Election Board.

OREGON*Oregon Blue Book*

Published biennially usually in October of odd-numbered years.

The Secretary of State of the State of Oregon

Salem, Oregon

\$.25.

No mailing list.

PENNSYLVANIA*The Pennsylvania Manual*

Published biennially during no specially designated month of odd-numbered years.

Bureau of Publications

Department of Property and Supplies

Tenth and Market Streets

Harrisburg, Pennsylvania

The price varies.²⁶

No mailing list.

RHODE ISLAND*Manual with Rules and Orders for the Use of the General Assembly of the State of Rhode Island (The Rhode Island Manual)*

Published biennially late in odd-numbered years.

The Secretary of State of the State of Rhode Island

Rhode Island Department of State

Providence, Rhode Island

Free.

No mailing list.

SOUTH CAROLINA*South Carolina Legislative Manual*

Published annually in March.

Clerk of the House

House of Representatives

State House

Columbia, South Carolina

\$1.50.

No mailing list.

SOUTH DAKOTA*South Dakota Legislative Manual*

Published biennially in July of odd-numbered years.²⁷

The Secretary of State of the State of South Dakota

South Dakota Department of State

Pierre, South Dakota

Free.

A permanent mailing list is maintained.

TENNESSEE*Tennessee Blue Book*

Published biennially usually in December

of odd-numbered years.

The Secretary of State of the State of Tennessee

Nashville, Tennessee

Free.

A permanent mailing list is maintained.

TEXAS*Texas Legislative Manual*²⁸

Published biennially usually in June of odd-numbered years.

Mr. C. R. Granberry,

Assistant to the President

The University of Texas

Austin 12, Texas²⁹

Free.

No mailing list.

UTAH*Utah Official Roster*

Published biennially usually in May or June of odd-numbered years.

The Secretary of State of the State of Utah

Salt Lake City, Utah

Free.

No mailing list.

VERMONT*Vermont Legislative Directory*

Published biennially in May of odd-numbered years.

Vermont State Librarian

State Library

Montpelier, Vermont

Free.

A permanent mailing list is maintained.

VIRGINIA*Report of the Secretary of the Commonwealth to the Governor and General Assembly of Virginia*

Published annually in December.

The Secretary of the Commonwealth of Virginia

Richmond 12, Virginia

Free.³⁰

No mailing list.

²⁸ There is also published a commercial manual, containing much of the material in the official manual in addition to further general information about the state, *The Texas Almanac and State Industrial Guide*, published biennially usually in May or June of odd-numbered years, by the Dallas News, Dallas, Texas. The price varies from year to year. The 1947-48 edition is priced at \$1.00, paper-bound; \$1.40, cloth-bound.

²⁹ The supply of these manuals is limited; and if the supply of the University of Texas is exhausted, it is possible at times to secure copies from either of the legislative houses.

³⁰ This is free only to libraries. For out-of-state individuals, companies or corporations, the price is \$2.50.

²⁶ The price for latest volume issued was \$1.00.

²⁷ "It is the plan to have the manuals ready for distribution around July 1. However, during the last few years that has not been possible due to shortage of labor in printing plants," Secretary of State of South Dakota.

WASHINGTON*Washington State Legislative Manual*

Published biennially in February of odd-numbered years

Chief Clerk, House of Representatives
Olympia, Washington

Free.

Each manual may be requested individually from the Chief Clerk; or names may be placed on a permanent mailing list by sending a request to Mrs. Alta M. Grim, Assistant Librarian, State Library, Olympia, Washington.

WEST VIRGINIA*West Virginia Blue Book*

Published annually in January.

Clerk of the Senate, State Capitol

Charleston, West Virginia

Free. No mailing list.

WISCONSIN*The Wisconsin Blue Book*

Published biennially in July of even-numbered years.

Bureau of Purchases of the State of Wisconsin

Madison 2, Wisconsin

\$1.00.

No mailing list.

WYOMING*Wyoming Official Directory*

Published biennially in July of odd-numbered years.

The Secretary of State of the State of Wyoming

Cheyenne, Wyoming

Free.

A permanent mailing list is maintained.

ROSE L. VORMELKER, OUR NEW PRESIDENT

OUR new president, Rose L. Vormelker, in addition to being an outstanding librarian, is one of Cleveland's most prominent Clubwomen. She organized the Inter-Club Council and is a member of Zonta International, Women's Advertising Club, Women's City Club of Cleveland and The Business and Professional Women's Club.

As National president, Miss Vormelker brings to S.L.A. a very fine background of information gained from her long interest and membership in such organizations as the Adult Education Association, American Library Association, American Marketing Association and American Statistical Association. She has served as an officer and director in many of the above organizations and clubs.

Following graduation from the School of Library Science of Western Reserve University in 1919, Miss Vormelker worked in the Technology Department of the Detroit and Cleveland Public Libraries after which she organized the research library of the White Motor Company. However, the project for

which she is perhaps best known, not only in Cleveland but throughout the country, is her organization in 1928 of the Business Information Bureau of the Cleveland Public Library. It has developed into one of the most extensive bureaus of its kind and has given much publicity to the library.

A member of the Special Libraries Association since 1924, it has long been one of Miss Vormelker's special interests. She has served not only her local chapter in many capacities but the national organization as well. She was President of the Cleveland Chapter, 1935-1936, and again in 1945-1946. She was national Secretary-Treasurer, 1926-1927, Secretary, 1928-1929, Secretary Technology Group, 1924-1926, Chairman Business Group, 1946-1947. She edited Volumes I and II of *Special Library Resources* and has contributed many articles to business and professional journals.

In addition to her professional duties Miss Vormelker has found time to pass her enthusiasm on to others by teaching as a special lecturer in Business Administration at Cleveland College and giv-

ing a course in Special Libraries at the School of Library Science, Western Reserve University. In this way the younger members of the profession have benefited by her advice and encouragement. She has done much to sell "Special" libraries, not only to her students, but to the business men with whom she has come in contact in her daily work.

Her life, however, is not all work, for she sometimes takes time out from business to play the piano. This is her relaxation from the strenuous life she leads. Friends who know her best find her enthusiasm, her unparalleled energy and her great generosity an unending pleasure.

E. M. B.

NEW INSTITUTIONAL MEMBERS

October 1, 1947 — June 30, 1948

Acacia Mutual Life Insurance Company
Miss Louise High, Librarian
51 Louisiana Avenue, N.W.
Washington 1, D. C.

Acme Steel Company
Mr. C. M. Wolfenberger, Research Librarian
Legal and Research Department
2840 Archer Avenue
Chicago 8, Illinois

Alexander McQueen and Associates
Research Department
Mr. Alexander McQueen, Director, (formerly Active)
5222 North Lakewood Avenue
Chicago 40, Illinois

A. O. Smith Corporation
Miss Mary I. Williams, Librarian, (formerly Active)
Engineering & Research Department
Milwaukee 1, Wisconsin

Armour and Company
Dr. E. J. Hoffman, Librarian
Chemical Research and Development Dept.
1425 West 42nd Street
Chicago 9, Illinois

Association of National Advertisers, Inc.
Miss Alice Kennedy
Member Service Department
285 Madison Avenue
New York 17, New York

Bailey Meter Company
Miss Betty Stein, Librarian
1050 Ivanhoe Road
Cleveland 10, Ohio

Baker and Company, Inc.
Mrs. Marjorie O. Baker, Librarian
113 Astor Street
Newark 5, New Jersey

The Beacon Milling Company, Inc.
Research Department
Miss Eva May Brown
Cayuga, New York

Bureau of National Affairs
Research Division
Miss Kathryn E. White, Director
1231 24th Street, N.W.
Washington 7, D. C.

The California Company
Miss Verlyn Cutrer Sanders, Librarian
1818 Canal Building
New Orleans 12, Louisiana

Canadian General Electric Company, Ltd.
Mr. Homer A. Donovan, Librarian
Head Office Library, 212 King Street, W.
Toronto 1, Ontario, Canada

Case Institute of Technology
Miss Mary Frances Pinches, Librarian
10900 Euclid Avenue
Cleveland 6, Ohio

Catholic University of America
Library Science Department
Rev. James J. Kortendick, S.S., Director,
(formerly Active)
Washington 17, D. C.

Chambre de Commerce de Paris
M. Henriot Marty, Chef du Service de la
Bibliothèque et des Archives
27 Avenue de Friedland
Paris 8e, France

Charles Pfizer & Company, Inc.
Mr. Ernest F. Spitzer, Tech. Librarian, (formerly Active)
11 Bartlett Street
Brooklyn 6, New York

Colorado School of Mines
Miss Mary E. Hoyt, Librarian
Golden, Colorado

Division of Veterinary Services
Mr. P. J. Du Toit, Director
Agriculture Department
P.O. Onderstepoort
Pretoria, South Africa

Ebasco Services, Inc.
Miss Mildred M. Aden, Supervisor
Records Department
2 Rector Street
New York 6, New York

Erie County Public Library
Mr. Joseph B. Rounds, Director
263 Terrace
Buffalo 2, New York

Federated Department Stores, Inc.
Mr. Frances M. McCullough
Research Department
Federated Building, 707 Race Street
Cincinnati 2, Ohio

First Federal Savings and Loan Association of
Altadena
Miss Eva M. Walker, Librarian, (formerly As-
sociate)
2246 North Lake Avenue
Altadena, California

First Federal Savings and Loan Association of
Miami
Mrs. Lucy C. Hession, Librarian
100 N.E. First Avenue
Miami, Florida

Florida State University
School of Library Training and Service
Dr. Louis Shores, Dean
Tallahassee, Florida

Foote, Cone and Belding
Miss Arax Odabashian, Research Librarian,
(formerly Active)
247 Park Avenue
New York 22, New York

Fordham University
Mr. William J. Roehrenbeck, Librarian
Fordham Road and Third Avenue
New York 58, New York

Fred Rudge, Inc.
Mrs. Helen Carden, Librarian
475 Fifth Avenue
New York 17, New York

Godfrey L. Cabot, Inc.
Miss Hanna Friedenstien, Research Librarian
49 Beach Street
Boston 11, Massachusetts

Gulf States Paper Corporation
Research and Development Department
Mr. W. P. Thielens
Tuscaloosa, Alabama

The Hartford Electric Light Company
Miss Marie E. Bozenhard, Librarian, (former-
ly Active)
266 Pearl Street
Hartford 15, Connecticut

The Hawaiian Electric Company, Ltd.
Miss Mary Morton, Librarian
Honolulu 3
Hawaii

Hotel & Restaurant Employees and Bartenders
International Union
Miss Kathleen Reidy, Librarian
528 Walnut Street
Cincinnati 2, Ohio

Houdaille-Hershey Corporation
Mrs. Hazel K. Hedrick, Librarian
Research Laboratory
9120 Roselawn Avenue
Detroit 4, Michigan

Hunter College Library
Mr. F. W. Stewart, Librarian
695 Park Avenue
New York 21, New York

Idaho State College Library
College of Pharmacy
Miss Jo Ann Whipple, Reference Librarian
Pharmacy Building, I.S.C.
Pocatello, Idaho

Illinois Institute of Technology
Mr. William H. Hyde, Librarian, (formerly
Active)
3300 Federal Street
Chicago 16, Illinois

Imperial Oil Limited
Mr. John E. Easterbrook, Librarian
Technical and Research Department
Christina Street South
Sarnia, Ontario, Canada

International Milling Company
Miss Betty Lou Otte, Librarian
Research Laboratory
800 McKnight Building
Minneapolis 1, Minnesota

International Minerals & Chemical Corp.
Miss Eugenia P. Tenney, Librarian, (formerly
Active)
Research Division
20 North Wacker Drive
Chicago 6, Illinois

Irving Trust Company
Miss Barbara M. Billings, Librarian
One Wall Street
New York 15, New York

Jones & Laughlin Steel Corporation
Mr. W. K. Harper, Librarian
Research and Development Division
40 Longworth Street
Pittsburgh 7, Pennsylvania

Kansas City Art Institute
Mrs. Mary Roberts Couchman, Librarian
4415 Warwick Boulevard
Kansas City 2, Kansas

Lansing Library Service
Miss Isabella M. Frost, (formerly Active)
P.O. Box 660
Fourth and Jackson Streets
Oakland 4, California

Law Library of Louisiana
Miss Selma M. Villarrubia, Librarian
415 New Court Building
New Orleans 16, Louisiana

Lincoln Rochester Trust Company
Miss Sarah J. Foreman
183 East Main Street
Rochester 3, New York

McCall Corporation
Miss Fannie Simon, Librarian, (formerly Active)
230 Park Avenue
New York 17, New York

Metropolitan Life Insurance Company
Miss Lois E. Nelson, Librarian
180 Wellington Street
Ottawa, Ontario, Canada

Minnesota & Ontario Paper Company
Mr. Frederic C. Battell, Librarian, (formerly Active)
500 Baker Arcade Building
Minneapolis 2, Minnesota

Monmouth County Library
Miss Julia Killian, Librarian, (formerly Active)
Broad Street
Freehold, New Jersey

Municipal Tuberculosis Sanitarium
Miss Doratheia Friedrich, Librarian, (formerly Active)
Medical Library
North Pulaski Road and Bryn Mawr Avenue
Chicago 30, Illinois

The National Breweries, Ltd.
Miss E. A. Lefebvre, Librarian, (formerly Active)
990 Notre Dame Street West
Montreal, Quebec, Canada

National Fertilizer Association
Miss Miriam C. Vance, Librarian, (formerly Active)
616 Investment Building
Washington 5, D. C.

National Research Corporation
Miss Dorothy Meltzer, Librarian
70 Memorial Drive
Cambridge 42, Massachusetts

Newport News Shipbuilding & Dry Dock Co.
Mrs. Evelyn G. Babb, Librarian
Office Service Department
Newport News, Virginia

New York State College of Ceramics
Miss Emily C. Van Schoick, Librarian, (formerly Active)
Box 491
Alfred, New York

New York World Telegram & World Almanac
Mr. Matthew Redding, Chief Librarian, (formerly Active)
125 Barclay Street
New York 15, New York

North American Rayon Corporation
Mrs. Theresa M. Burke, Librarian
261 Fifth Avenue
New York 16, New York

North American Rayon Corporation
Dr. J. L. Bitter
Elizabethton, Tennessee

The Northern Trust Company
Miss Ivy M. Gray
50 South LaSalle Street
Chicago 90, Illinois

Northwestern University
Charles Deering Library
Mr. Jens Nyholm, Librarian
Evanston, Illinois

Panstwowy Instytut Książki
Dr. Adam Lysakowski, Director
Ul. Narutowicza 59a
Lodz, Poland

Permanente Metals Corporation
Research, Fabricating Division
Mrs. Frances E. Kelley, Librarian
Trentwood Works, P.O. Box 1451
Spokane 6, Washington

Pittsburgh Consolidation Coal Company
Miss Geraldine D. Anderson, Librarian, (formerly Active)
Technical Library
Research & Development Division
Library, Pennsylvania

Portland Cement Association
Miss Pyrrha B. Sheffield, Librarian, (formerly Active)
33 West Grand Avenue
Chicago 10, Illinois

R. J. Potts Advertising Agency
Research Department
Miss Jane J. Ahern, Librarian
215 West Pershing Road
Kansas City 8, Missouri

Public Loan Corporation
Miss Peggy Peterson, Librarian
1112 Ambassador Building
St. Louis 1, Missouri

Radiation Laboratory
Mrs. Sarah B. Wesson, Librarian
San Francisco Naval Shipyard
San Francisco 24, California

Rand McNally and Company
Mr. Jacques S. Frazin
Statistical Department
111 Eighth Avenue
New York 11, New York

Real Estate Research Corporation
Miss E. Jane McLaughlin, Librarian
38 South Dearborn
Chicago 3, Illinois

Rush Medical College
Miss Caroline W. Riechers, Librarian, (formerly Active)
1758 West Harrison Street
Chicago 12, Illinois

Ryan Aeronautical Company
Mrs. Hazel Kaye Russell, Librarian
Lindbergh Field
San Diego 12, California

Sales Management
Miss Mary Lou Martin, Librarian
386 Fourth Avenue
New York 16, New York

Socony-Vacuum Oil Company
Mrs. Alice B. Macy, Research Assistant
26 Broadway
New York 4, New York

St. Paul Fire and Marine Insurance Co.
Miss Vernie H. Wolfsberg, Librarian, (formerly Active)
111 West Fifth Street
St. Paul 2, Minnesota

Stanford Research Institute
Mr. LeVern W. Cutler, Librarian
Stanford University
Stanford, California

Stanford University Libraries
Mr. Clarence Faust, Director
Stanford, California

Stanolind Oil and Gas Company
Miss Ida Mae Steele, Librarian
General Office Library, Economics Dept.
P.O. Box 591
Tulsa 2, Oklahoma

Stanolind Oil and Gas Company
Miss Virginia F. Weaver, Librarian, (formerly Active)
Research Department
P.O. Box 591
Tulsa 2, Oklahoma

The Stefansson Library
Miss Ruby L. Collins, Librarian, (formerly Active)
67 Morton Street
New York 14, New York

Sun Oil Company
Miss Helen Mary Pyle, Librarian, (formerly Active)
Public Relations Department
1600 Walnut Street
Philadelphia 3, Pennsylvania

Syracuse Public Library
Periodical Department
Miss Frieda F. Gates, Librarian
335 Montgomery Street
Syracuse 2, New York

Union Producing Company
Miss Jane Davies, Librarian
P. O. Box 1407
Shreveport 92, Louisiana

United States Industrial Chemicals
Resin Research Laboratory
Miss Anne O'Donnell, Technical Librarian
390 Doremus Avenue
Newark 5, New Jersey

U. S. Naval Research Laboratory
Mrs. Ruth H. Hooker, Librarian, (formerly Active)
Washington 20, D. C.

U. S. Navy Department
Naval Ordnance Laboratory
Miss Hazel B. Macdonald
White Oak
Silver Spring 19, Maryland

Universal Winding Company
Mrs. Rita F. Manocchio, Librarian
Research Division
P.O. Box 1605
Providence 1, Rhode Island

University Microfilms
Mr. Eugene B. Power
313 N. First Street
Ann Arbor, Michigan

Valley National Bank
Miss Virgil Journell, Librarian
141 North Central Avenue
Phoenix, Arizona

Virginia Electric & Power Co.
Mrs. Clara M. Ray, Librarian
Richmond 9, Virginia

Virginia Smelting Company
Mrs. Eleanor H. Grant, Librarian
West Norfolk, Virginia

Wagner College
Mrs. Louise Heinze, Librarian, (formerly Active)
Staten Island, New York

Ward's Natural Science Establishment, Inc.
Dr. Dean L. Gamble, Director
Library
P.O. Box 24, Beechwood Station
Rochester 9, New York

Wellcome Research Laboratories
Miss Mary Bonnar, Librarian, (formerly Active)
Tuckahoe 7, New York

Wichita City Library
Miss Ruth E. Hammond, Librarian
Wichita 2, Kansas

Wyeth Institute of Applied Biochemistry
Miss Helen Brandt, Librarian
900 N. Broad Street
Philadelphia 30, Pennsylvania

land, Ohio; *First Vice-President* and *President-Elect*, Mrs. Ruth Hooker, Washington, D. C.; *Second Vice-President*, Mr. Melvin J. Voigt, Pittsburgh, Pennsylvania; *Treasurer*, Mr. David Kessler, Chicago, Illinois; *Director* to serve for three years, Miss Margaret Hatch, San Francisco, California. Mr. Donald T. Clark and Miss Elma Evans remain on the Executive Board as Directors as does Mrs. Irene M. Strieby, Immediate Past-President.

S. L. A. 1949 Nominating Committee

The members of the 1949 Nominating Committee appointed by President Vormelker are as follows:

MISS HELEN BOYD, Louisiana Chapter
MISS BETTY JOY COLE, New Jersey Chapter
MISS MARION E. THOMPSON, Toronto Chapter

MRS. MARGARET D. URIDGE, San Francisco Chapter

MISS ELEANOR S. CAVANAUGH, *Chairman*
Standard and Poor's Corporation
345 Hudson Street, New York 14, N.Y.

Miss Cavanaugh urgently requests that all S.L.A. members, especially Chapter Presidents, send her or any member of the Nominating Committee their suggestions for the elective positions of First Vice-President (President-Elect), Second Vice-President, Treasurer and one Director. Prospective names for these offices should be mailed the Committee as soon as possible, since in accordance with By-Law IX, the Committee must present the 1949-1950 slate to the S.L.A. Executive Board at its Fall Meeting.

S.L.A. New Headquarters

S.L.A. now occupies spacious new quarters on the 8th floor of the Stechert-Hafner Building at 31 East 10th Street, New York 3, N. Y. The new space, about three times as large as the former office occupied, will permit a greater number of visitors. Adequate office space is now available, facilitating the handling of Association work. There will also be plenty of room for storing archives, records, etc. A cordial invitation is extended to members by the Executive Secretary to visit the new Headquarters whenever they are in New York City.

Interested in Forming a Metal Section of the Science-Technology Group?

At the recent S.L.A. Convention, a number of librarians gathered together for the purpose of discussing the formation of a Metals Section of the Science-Technology Group. Although there were enough present to officially organize the Section, it was felt, nevertheless, that a minimum of 50 people should be actively interested in joining and supporting such a Section before proceeding with the organization.

Announcements

S.L.A. Officers, 1948-1949

The result of the General Election of officers was announced at the Business Meeting in Washington, D. C. on June 11, 1948 as follows: *President*, Miss Rose Vormelker, Cleve-

In order to determine the number of librarians so interested, it is requested that you signify your interest by writing to Mr. Ralph H. Hopp, Technical Librarian, Battelle Institute, Columbus 1, Ohio.

S.L.A. Membership Gavel Award

The Membership Gavel Award for the year 1948 for the greatest percentage of increase in paid-up members was given to Western New York Chapter for the third consecutive year. The Chapter showed the remarkable increase of 61% and includes 2 new Life Members. The Gavel Award was presented to Mrs. Hazel Izzo, Membership Chairman of Western New York Chapter, by Mrs. Elizabeth W. Owens, national Membership Chairman, at the Annual Business meeting on June 11, 1948 in Washington, D. C. The second largest percentage of increase was shown by the Philadelphia Council with 27% and the third by San Francisco Bay Region Chapter with 26.1%. This Gavel has been presented permanently to Western New York Chapter. The Chapter plans to donate a new one to S.L.A. for future Gavel Awards.

Amendment to S.L.A. By-Law VII, Section 2

At the Annual Business meeting of S.L.A. on June 11, 1948, Washington, D. C., it was voted to amend By-Law VII, Section 2 which formerly read "Fiscal Year; The fiscal year shall be the calendar year" to read "Fiscal Year: The fiscal year shall be from July 1 to the following June 30".

Increase in S.L.A. Dues

At the Annual Business Meeting on June 11, it was voted to increase the membership dues, beginning January 1, 1949, as follows: *Institutional*, from \$15 to \$20; *Active*, from \$5 to \$7; and *Associate*, from \$2 to \$4.

S.L.A. Institutes Pension Plan for Headquarters Staff

Special Libraries Association has instituted a pension plan for its Headquarters staff as of July 1, 1948. The plan includes contributions paid fifty percent by the Association and fifty percent by employees. All staff members who have served a minimum of two years are eligible. The contracts are trusted under the terms of the Pension Trust Agreement with the following appointed as permanent trustees: Miss Marguerite Burnett, Librarian, Federal Reserve Bank of New York, 33 Liberty Street, New York 5, N. Y.; Miss Eleanor S. Cavanaugh, Librarian, Standard & Poor's Corporation, 345 Hudson Street, New York 14, N. Y., and Mr. Walter Hausdorfer, Librarian, Temple University, Philadelphia 22, Pa.

The plan was arranged for by Mr. Andrew

N. Clarke, Insurance Broker, 110 E. 42nd Street, New York, N. Y., and insurance has been issued by the John Hancock Mutual Life Insurance Company.

S.L.A. Board and Council Meeting

The regular Fall Executive Board and Advisory Council meetings will be held in Cleveland either the latter part of October or the first part of November. Time and place of meeting will appear in the September issue of *SPECIAL LIBRARIES*. Watch for them and make plans to attend these important conferences.

S.L.A. Membership Directories Given Away in Error

A number of copies of the *Directory of Members of S.L.A.* as of January 1, 1948, were available on sale in the S.L.A. booth at the recent Washington, D. C. Convention at the Statler Hotel. Unfortunately, these directories were not marked with the price of \$3.00 each, and 21 volumes were given away as free material. Will those S.L.A. members who secured one of these copies please return it to Headquarters, 31 East 10th Street, New York 3, N. Y., or send a check for \$3.00? It is necessary for these copies to be sold in order to meet the publication price.

Robert Grayson Prepares Index for "Information Please Almanac"

Mr. Robert Grayson, Director of Reference for the New York *Herald-Tribune* and a former chairman of the Newspaper Group of the New York Chapter, has prepared the index for the recently published 1948 *Information Please Almanac*. The almanac features a "Political Guide" to the coming presidential elections, which includes comments by John Gunther on the political mood of the United States today, biographical essays on the prospective candidates, and articles on various phases of American political history by Mark Sullivan, Louis M. Hacker, Allan Nevins, Arthur Schlesinger, Jr., George Gallup, Harry W. Laidler and others. The new edition also contains the usual valuable reference data and the annual reviews on the theater, opera and concert seasons, the screen, fiction, science, phonograph recordings and sports. (New York, N. Y., Doubleday & Co., 1948. 960p., \$2.00)

S.L.A. Financial Group Bulletin Celebrates Tenth Anniversary

The *Financial Group Bulletin*, S.L.A., celebrated its tenth anniversary with its May-June 1948 issue. During this period it has published many interesting and valuable articles, not only for financial librarians, but for all librarians, and this anniversary number is no exception. In it are contributions by James E.

Bryan on "Inter-library Cooperation on an Area Basis", by Dr. John Metschl on "Estimating Bookstack Capacity", and by Ruth L. Mushatac on "Keeping up with Congress".

S.L.A. 1949 Convention

Los Angeles, California, will be the scene of the 1949 S.L.A. Convention. The time is June 12-17, 1949 and Convention Headquarters, the Biltmore Hotel. Dr. Hazel A. Pulling, Graduate School of Library Science, University of Southern California, Los Angeles 7, California, has been appointed Convention Chairman.

Names of Members Omitted from S.L.A. Directory

Due to a mechanical error in printing, the names of the following members were omitted from the *S.L.A. Directory of Members* as of January 1, 1948:

*Bankhead, Laura, Ln.
The Grolier Society
2 W. 45th Street
New York, N. Y.

Bradfield, Elston G., Ln.
Chicago Tribune
Tribune Tower
Chicago 11, Ill.

Grolier Society, The
Laura Bankhead, Ln.
2 W. 45th Street
New York, N. Y.

Jackson, Eugene B.
Box 214
Osborn, Ohio

John Price Jones Corp.
Gertrude L. Low, Ln.
150 Nassau Street
New York, N. Y.

*Low, Gertrude L., Ln.
John Price Jones Corp.
150 Nassau Street
New York, N. Y.

Moore, Mrs. Betty B., Asst. Ln.
Catlin Memorial L.
The Detroit News
Detroit 31, Mich.

Library Service at Abbott Laboratories Recognized by King of Denmark

Recognition of a library service at Abbott Laboratories, North Chicago, Illinois, is given in a citation by the King of Denmark honoring Mr. Carl Nielsen, Associate Director of Research at Abbott Laboratories. On April 5 Mr. Nielsen was made Knight of the Order of Dannebrog for promoting closer relationship between Denmark and the United States especially in the scientific and pharmaceutical fields.

As a member of the Scandinavian Research and Industry Tour, Mr. Nielsen visited Denmark, Sweden and Norway in 1946, giving radio talks and lectures to scientific groups. Previously, in 1945, he arranged to have the Abbott Laboratories Library submit to the Danish School of Pharmacy in Copenhagen all references in the scientific literature published during the occupation period which had appeared in the library weekly bulletin for the Abbott research staff. This contribution of the library is mentioned in the citation as one of the factors which aided the scientists of Denmark to recover from the effects of the German occupation.

Retirements

Miss Ethel Cleland, Founder and Head of the Business Branch of the Indianapolis Public Library for 31 years, retired on July 1, 1948. Miss Cleland began her library career in 1907 as Librarian of the Legal Reference Department of the Indiana State Library. From 1914 to 1917 she was with the Indiana Legislative Reference Bureau.

Miss Cleland was very prominent in the early development of Special Libraries Association and was active in the establishment of the Public Affairs Information Service. She indexed the *Indiana Session Laws* of 1917-1919, the *Proceedings* of the American Political Science Association and the Indiana Law School. In 1923 she prepared a report for A.L.A. on libraries as educational factors and in 1941, a special report to the Library of Congress on Vocational Education Research.

The Indiana State Chamber of Commerce awarded Miss Cleland at the time of her retirement its citation for distinguished service to business.

Miss Hollis W. Hering retired on April 1, 1948, from the Missionary Research Library, where she had served as Librarian since its establishment in 1914. She was a charter member of the Religious Group of the New York Chapter. A testimonial minute adopted March 9 by the Board of Directors of Union Theological Seminary says of her: "... she has given in these walls an illustration of skilled, imaginative and selfless ministry . . . Under her direction . . . the Missionary Research Library has been built up to its present eminence as the greatest resource of missionary information and publications in the world."

Miss Alice Lucile Hopkins has recently retired as Director of the Simmons College Library. Miss Hopkins who has been affiliated with the Simmons College Library since 1912, served as Assistant Librarian from 1912 to 1924, Librarian and Associate Professor of

Library Science from 1924 to 1939, and Director of the Library from 1939 to date. She is a graduate of Smith College, with a diploma from the Teachers' College of the City of Boston, and the degree of bachelor of science from Simmons. She holds membership in a great many clubs and organizations, among which are the American Library Association, the Massachusetts Library Association, Special Libraries Association, and the Association of College and Reference Librarians.

Miss Hopkins will be succeeded by Kenneth Raymond Shaffer, who will retain, in addition to his duties as Director of the Library, his position as Director of the School of Library Science. Mr. Shaffer has directed the School of Library Science at Simmons since September 1946, before which he was Executive Director of the American Book Center for War-Devastated Libraries, Inc., in Washington, D. C.

University of Texas Offers Course in Librarianship

Starting with the fall semester of 1948, the Library School of The University of Texas offers courses leading to a Master of Science degree. Prerequisites for admission to the graduate program include college graduation with a creditable record of scholarship, personal qualifications considered necessary for success in librarianship, a minimum of twelve semester hours of acceptable credit in library science and a satisfactory score on a general education test. For the present, students who hold a fifth year B.S. in L.S. degree or the equivalent are to be restricted to a minor in library science, the major portion of their graduate work to be taken in a subject field.

Applicants who are unable to meet the library science requirement, but who are otherwise admissible, will be admitted upon condition that the deficiency be removed during the first semester of residence. A basic twelve-hour program designed to prepare the student for admission to graduate work will be offered by the School during the fall semester.

Requests for information and application forms should be addressed to Robert R. Douglass, Director, Library School, The University of Texas, Austin 12, Texas.

University of Cape Town Vacancy for Sub-Librarian's Post

Applications are invited for the post of University Sub-Librarian and Assistant Director of the School of Librarianship. The Sub-Librarian will assist the Librarian in the general administrative work, planning and organization of the University Library, its branches and extension services. He will be required to lecture in the School of Librarianship and to assist in directing and organizing the training in librarianship. He will take general

charge at any time during the absence of the chief librarian. The salary scale is £800 x 40 — £1000 plus a temporary cost of living allowance. Extensive previous experience and special qualifications may be taken into account in fixing the initial salary.

A university degree, full professional qualifications in librarianship and at least 5 years experience as a member of a library staff are essential. Experience of staff supervision and of administrative work in a large library are advisable, as well as practical experience in the training of librarians. Bilingual qualifications and a knowledge of modern languages or of science or of any other specialized field will be a recommendation.

Candidates should give full particulars as to the nature of previous experience in library work and the type of posts held, of experience of teaching librarianship subjects and of professional publications or any research work undertaken. Candidates should furnish evidence as to ability (a) to take responsibility; (b) to organize; (c) to teach; (d) to assist university students and staff in obtaining research materials, as well as evidence concerning personality and powers of initiative. Copies of recent testimonials should be enclosed and the names of two persons given as references to whom the University may refer.

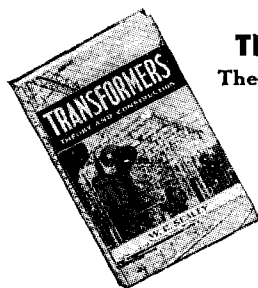
Applications must give age, qualifications and experience and must reach Mr. A. V. H. Carter, Registrar, University Office, Private Bag, Rondebosch (from whom a memorandum giving general conditions of appointment is obtainable) by September 15, 1948.

Columbia University School of Library Service Inaugurates New Program of Study

Starting this fall, the Columbia University School of Library Service will offer a new program of study on the graduate level leading to a Master of Science degree after a year and a summer session of study. The new program eliminates the former 9-month course of study leading to the B.S. degree. The school will also offer courses leading to a doctorate in library science.

The new course of study will emphasize the importance of literature, science and the humanities in their relation to the growth of civilization and will focus attention on "the function of the librarian in modern society and his responsibilities in a changing world". One course will be concerned with an analysis of modern communication media in their effect upon public opinion and attitudes. All courses given by the school will be new and will minimize practice work and library methods as such in order to devote major emphasis to work that will make for an "understanding of the place and public responsibility of the li-

ANNOUNCING . . .



TRANSFORMERS

Theory and Construction

by W. C. Sealey

An authoritative presentation of modern transformer theory and practice, includes specific information that has not been

previously available in one volume. 250 pages, $5\frac{1}{4} \times 8\frac{1}{4}$, 133 illus., cloth, jacketed, \$3.00, 1948.

THE SLIDE RULE by Strohm and deGroot.

Complete directions for using all types of Slide Rules and solving problems that occur frequently. Second Edition, 100 pages, $5\frac{1}{4} \times 8\frac{1}{4}$, 31 illustrations, cloth, jacketed, \$2.00, 1948.

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brarian as bookman and scholar". Further information may be obtained from Dr. Carl M. White, Dean of the School of Library Service.

Carnegie Library School Offers Technical Librarian Course

Scientific and technical librarianship will be offered as an option in the Carnegie Library School of the Carnegie Institute of Technology, Pittsburgh, Pa., in 1948. This is the first time a library school has ever offered such an option. Designed to serve the needs of the several thousand special and industrial libraries over the nation, the new program will cover the use of scientific and technical reference works and administrative problems in special libraries.

The specialized courses scheduled to be given in the 1948-49 term include "Bibliography of Science and Technology" and "Administration of Science and Technology Libraries." An investigative or survey problem in some subject related to technical librarianship will also be included in the curriculum.

The program is a one-year graduate course leading to a Master of Library Service degree. Dr. Ralph Munn is director of the Carnegie Library School.

Chicago Graduate Library School Holds Annual Institute

The Graduate Library School of the University of Chicago held its thirteenth annual Library Institute from August 16-21, 1948. The Institute included panels on "The Role of the Professional School in the University", "Historical Development of Education for Librarianship in the United States", "Education for Librarianship Abroad", "Preparatory and Professional Education for Librarianship", and on special problems, such as "Advanced Study and Research in Librarianship", "Training of Subprofessional Workers", and "Administrative Problems in Library Education". Noted librarians and educators participated.

War Issues of Serial Publications

The A. R. L. Committee on Reproduction of War Issues of Serial Publications of Axis and Axis-occupied Countries has delayed pressure for the reproduction of such publications until the distribution from the Library of Congress Mission and from Leipzig dealers is completed. Information has been received that no more material from these sources is available and that the distribution of publications now on hand will be completed in July.

The Committee has, therefore, urged Edwards Brothers in Ann Arbor, Michigan, to proceed immediately with the reproduction of all serials issued between 1941 and 1945. Some volumes have already been reproduced. Lists and prices will soon be made available.

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Furthermore, the Committee is recommending that war issues of additional serials, of which no volume has yet been reproduced, be started in the fall of 1948. A count of the different periodicals listed in the Union List of Serials indicates that there are 450 different titles from Axis and Axis-occupied countries which were taken by twenty or more American libraries. Many, if not most, of these libraries have not yet filled their gaps. Reproduction will probably be on the basis of 4 pages on one. Facsimile reproduction, however, will be made for those serials of which some volumes have already been reproduced. In both the facsimile and 4 on 1 reproductions, the height of the page will approximate as nearly as possible the height of the page of the original volume. Only complete volumes can be supplied on account of the cost of handling single issues. It will not be necessary for any library to order all the war volumes of a given periodical.

For the time being, any correspondence or comments in regard to the reproduction of war issues of periodicals from Axis and Axis-occupied countries should be addressed to Mr. Charles H. Brown, Iowa State College Library, Ames, Iowa. Correspondence in regard to reproduction of British periodicals should be addressed to Mr. Raymond Shove, University of Minnesota Library, Minneapolis, Minnesota. If the name of your library is not on the mailing list of Edwards Brothers, Ann Arbor, Michigan, it is suggested that you send it to Mr. Edwards for this purpose.

The question of filming or miniature printing of periodicals of which less than twenty copies were taken by American libraries will be considered later by the Committee in conversations with librarians and interested commercial firms.

The A. R. L. Committee consists of the following members:

THOMAS FLEMING

WARNER RICE

RAYMOND SHOVE

CHARLES H. BROWN, *Chairman*

Iowa State College of Agriculture
and Mechanic Arts, Ames, Iowa.

Action Suggested on Unpublished Index of T.N.E.C. Hearings

Several years ago, hearings were held by the Temporary National Economic Committee on the concentration of economic power in the United States. The results of these hearings, set forth in 31 volumes, were published at that time and contained valuable source material on patents, life insurance, monopolies and cartels, the liquor, iron and steel, petroleum industries, and investments and banking. There were, in addition, 43 monographs on income,

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wages, prices, housing, tariffs, taxation, technology, controls, savings, investments, etc. An index, together with complete cross-references, has been prepared, but has, as yet, not been published. Publication of this index, at a cost of about \$20,000, would open the vast storehouse of economic information contained in these reports to research workers and organizations who use libraries. Congressional action, which would be necessary to effect publication, is being held up because many members of Congress do not know of the existence of this index. Interested librarians are urged to write to the following Congressmen: Senator William E. Jenner, Chairman of the Joint Committee on Printing, Capitol, Washington, D. C.; Representative John Taber, Chairman, Appropriations Committee of the House, Senator Styles Bridges, Chairman, Appropriations Committee of the Senate, Senator Eugene D. Millikin, Chairman of the Senate Finance Committee.

ASLIB Meeting

The Annual Conference of Aslib is to be held at Ashorne Hall, near Stratford-on-Avon, England, from September 17-20, 1948. Any S.L.A. members who will be in England at that time are cordially invited to attend.

An Appeal from India

Mr. Sant Ram Bhatia, Editor of the *Indian Librarian*, has appealed to Miss Eleanor Cavanaugh, S.L.A. International Relations Chairman, for assistance in building up the libraries in India, especially the collection at Pakistan, which was destroyed by civil war. S.L.A. members may have read about this destruction in the *Library Journal* for February 15 and March 1, 1948.

In Mr. Bhatia's letter to Miss Cavanaugh he writes, "We have lost more than 5,000 volumes, mostly on library science, and also back issues of the following publications: *SPECIAL LIBRARIES* for the past 12 years, *Library Journal* for the past 22 years, *Library Association Record* for the past 16 years, *A.L.A. Bulletin* for the past 25 years, *Wilson Library Bulletin* for the past 18 years, *New York Library Bulletin* for the past 14 years. Besides these, we had in our library other publications of the Special Library Association and the American Library Association, plus those of the Library Association of London, the Canadian Library Association, the South Africa Library Association, the Association of Special Libraries and Information Bureaux and the National Book League. There were more than two thousand volumes on general topics of the day: Sociology, History, Literature, Geography, Natural Science and Children's Literature. Our copies of *Encyclopaedia Britannica*, *Encyclopaedia of So-*

cial Sciences, Survey reports and other valuable documents and rare materials, including our office equipment were completely destroyed by the rioters. We could only save the lives of members of our families. Our sufferings were very heavy. We need replacements with your co-operation and guidance."

"We need publications on classification, cataloging, administration, reference work, Survey of Libraries reports, plans of library buildings, reports on special resources of libraries, copies of National Plan for Public Library Service, etc."

"All the publications received will be duly acknowledged in the pages of the *Indian Librarian* and displayed in the next *All India Library Conference Exhibition* to be held on October 15, 16, 17, 1948 at Nagpur, (C.P.)"

Material should be sent to Mr. Sant Ram Ghatia, Editor, the Indian Librarian, Talbot House, The Mall, Simla, India.

Congressional Hearings, Reports and Government Documents Wanted

The National Association of Electric Companies wishes to receive for its library unused or duplicate copies of Congressional hearings, reports and government documents. Copies of *The Congressional Record* (unless bound) are the only documents not wanted. Material may be sent to Mr. Arthur R. Barnett, Secretary, N.A.E.C., Suite 510, 2100 Eighteenth Street, N.W., Washington 6, D. C.

The Channing Pollock Library to be Expanded

The Channing Pollock private library which was given to the Northeastern University, Boston, Massachusetts, by his daughter, Miss Helen Channing Pollock, is being enlarged by additions of sets of books and individual books. Rare and unusual volumes that are not easily acquired will be added. At present the library is primarily a drama and literature collection, but additions are planned in biography, the arts and related liberal arts fields. Miss Pollock, who is deeply interested in the growth of the library, is hopeful that it will become one of the outstanding collections of its kind in the country.

The growing library, still in the process of organization, is housed in a separate room in Northeastern's main library and will be open for general use when the organization is completed and lounge furniture and steel stacks are installed.

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Obituary

Hazel Florence King

Hazel Florence King, Librarian of the American Gas Association, died in Rutherford, New Jersey, on May 16, after a brief illness. Miss King graduated in 1923 from Wheaton

College and received her professional training at the Library School of Drexel Institute, Philadelphia, Pa. Her early experience was obtained in school libraries. Prior to the war, she worked for eight years in the Montclair Public Library and during the war as technical librarian at Eglin Field, Florida. On January 2, 1945, she became Librarian of the American Gas Association which position she held until her death. Miss King was active in the New York Chapter.

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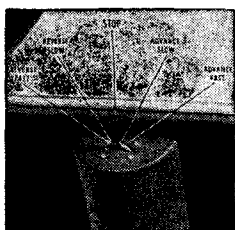
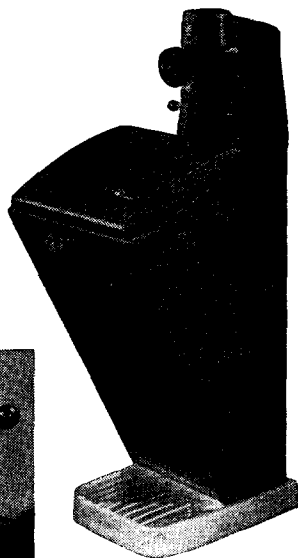
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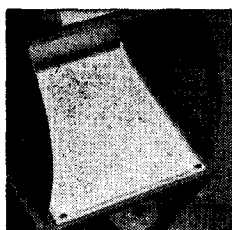
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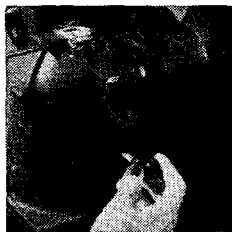
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